



Scott Walker, Governor  
Laura Gutiérrez, Secretary

October 12, 2017

Zeke Jackson, Administrator  
Village of Sister Bay  
2383 Maple Drive  
Sister Bay, WI 54234

Re: Village of Sister Bay Commercial Building Inspection Delegation Request

Dear Mr. Jackson,

I am pleased to inform you that your municipality has been delegated commercial building code inspection enforcement authority per your request. Per s. 101.12(3)(g), I delegate your municipality the primary responsibility to do commercial building inspections of all size building projects to be constructed within the limits of your municipality. This delegation does not include building plan review, fire sprinkler or fire alarm plan review as required to be submitted to the Department.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that Brett Guilette will be the primary code official responsible for enforcement and has the proper certification to do so.

Please contact Peggy Thran at (608)266-1352 or [Peggy.Thran@Wisconsin.gov](mailto:Peggy.Thran@Wisconsin.gov) with changes in your contact information.

Our building inspection deputy for your area, Jason Hansen, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Chris Joch, Administrator  
Division of Industry Services  
Department of Safety and Professional Services

cc: Jason Hansen, State Building Inspector  
Robin Zentner, Section Chief, Commercial Building Inspection